

# Neighborhood Association Best Practice Tips



CITY OF SAN ANTONIO  
**NEIGHBORHOOD & HOUSING  
SERVICES DEPARTMENT**

*Neighborhood Association: Group actively working to create a collective voice to advocate on behalf its residents and the priorities of the neighborhood*

## Stay true to Bylaws and Policies

- Success is distinguished by your association bylaws and how they are imposed
- Enforce uniformly and make available to all

## Host Efficient and Productive Meetings

- Concise and organized meetings that follow an agenda
- Start on time and end on time
- Provide notice well in advance

## Have Clear Objectives

- Define a collective vision for your neighborhood
- Determine projects you should take on to accomplish your objectives
- Involve all stakeholders when settings goals

## Lead with Open Communication

- Utilize social media, email, but also determine line of communication to those who may not have digital access
- Open communication between leadership and residents

## Keep Membership Actively Engaged and Invested

- Foster a sense of camaraderie among residents
- Be friendly and approachable
- Create space to foster solutions not complaints

## Have a Transparent and Healthy Budget

- Budget and financial concerns should be transparent for all members to see and weigh in on

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**Duties:**

Facilitate meetings  
Sets action-based agenda  
Advocates community priorities

**Qualities:**

Honest Communicator/ Great Listener  
Facilitates a space for all to be heard  
Always seeking feedback

**PRESIDENT/  
VICE-PRESIDENT**



**Duties:**

Collects dues  
Pays Invoices  
Creates annual budget

**Qualities:**

Transparent  
Detail-oriented  
Analytic

**TREASURER**

**Duties:**

Keep accurate & organize records  
Write meeting minutes  
Send notices & file updates

**Qualities:**

Organized  
Responsive  
Objective

**SECRETARY**

**EVENT CHAIR**

**Duties:**

Coordinate neighborhood events  
Inform and organize membership  
of upcoming meetings

**Qualities:**

Creative  
Enthusiastic  
Inclusive

**BOARD MEMBER  
ROLES**

*Recommendations based on best practices*